Kev Teem Caij Sau Npe-Nkag Los Ntawm Tus Kheej rau Cov Cuab Yeej Android

Cov neeg siv tuaj nyeem nkag mus tau rau txoj hauv kev xaiv **Sau Npe-Nkag Los Ntawm Tus Kheej** nyob rau tshooj Maus dus kev teem caij (Scheduling module) los ntawm lawv Daim Phiaj Qhia (Dashboard) yog tias Kev Teem Caij Hauv Xov Tooj qhib siv rau tus neeg muab kev pab.Cov kev teem caij Sau Npe-Nkag Los Ntawm Tus Kheej tsuas yog tuaj yeem tsim tau rau cov kev pab cuam uas tau xaiv rau qhov chaw <u>Kev Pab Cuam Uas Tuaj Yeem Sau Npe-Nkag Tau Los Ntawm Tus Kheej (Self Check-In-Able Service)</u> nyob rau nplooj Teeb Tsa Tus Neeg Muab Kev Pab (Provider Setup page) raws li Kev Teem Caij nyob rau Thej kev tuav tswj (Admin tab) thiab tseem tau ntxiv rau qhov chaw <u>Piav Qhia Kev Pab Cuam/Khauj</u> nyob rau nplooj Teeb Tsa Neeg Ua Hauj Lwm (Staff Setup page).
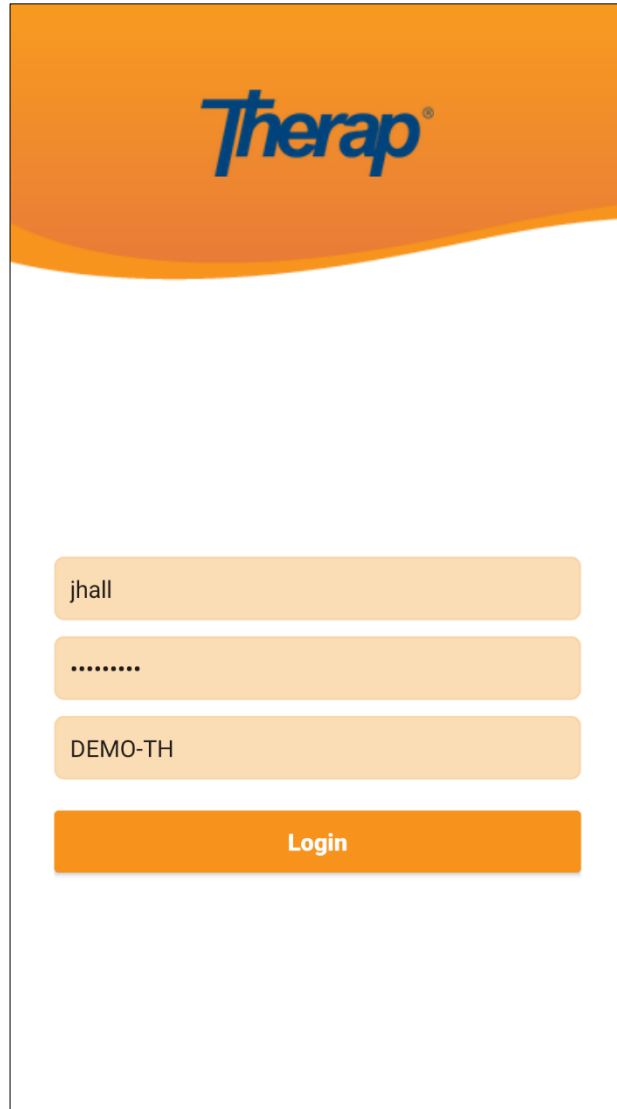
Thaum ntaus cov chaw nyob rau hauv nplooj ntawv Kev Sau Npe-Nkag thiab Kev Sau Npe-Tawm, cov neeg siv yuav tau ua kom ntseeg tias **Raug Zoo Heev (High Accuracy)** yog raug xaiv rau kev teeb 'Tus Qauv Chaw' nyob rau hauv daim ntawv uas lawv tab tom siv los txiv kom kom nws taw rau qhov chaw kom raug.Cov nyob ua ke ntawm qhov 'Chaw Nyob' ncua sij hawm Sau Npe-Nkag thiab Sau Npe-Tawm tau raug muab cais uas yog siv lub cim kem thiab tso tawm ua Txoj Kev 1, Txoj Kev 2 (yog tias muaj), Lub Roog Lub Xeev, Tus Khauj Chaw Nyob, Teb Chaws.

Android 5.0 (Lollipop) yog qhov kev ua hauj lwm nyob rau qib qis uas yuav tsum tau nruab thiab siv cov app xov tooj nyob rau cov cuab yeej Android.

- **Tsim thiab Sau Npe Nkag rau Qhov Kev Teem Caij Uas Yus Sau Yus Npe-Nkag**
- **Sau Npe Tawm rau Qhov Kev Teem Caij Uas Yus Sau Yus Npe-Tawm**

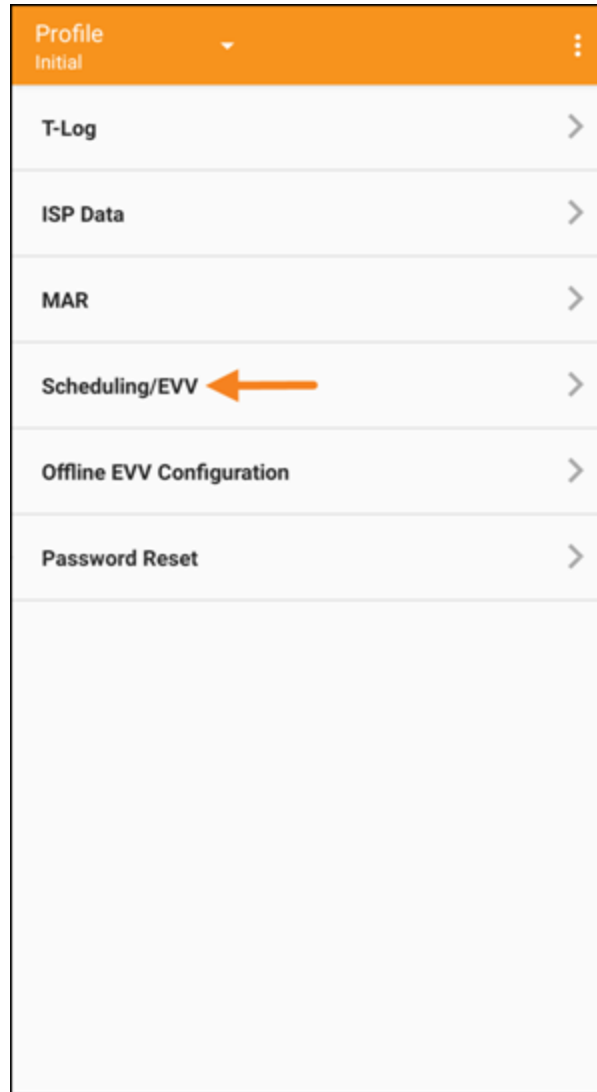# Tsim thiab Sau Npe Nkag rau Qhov Kev Teem Caij Uas Yus Sau Yus Npe-Nkag

1. Nyob rau nplooj ntawv sau npe nkag (Login), ntaus <u>Lub Npe Nkag (Login Name)</u>, <u>Phav Xas Vawj (Password)</u>, thiab <u>Tus Khauj Ntawm Tus Kws Muab Kev Pab (Provider Code)</u>.
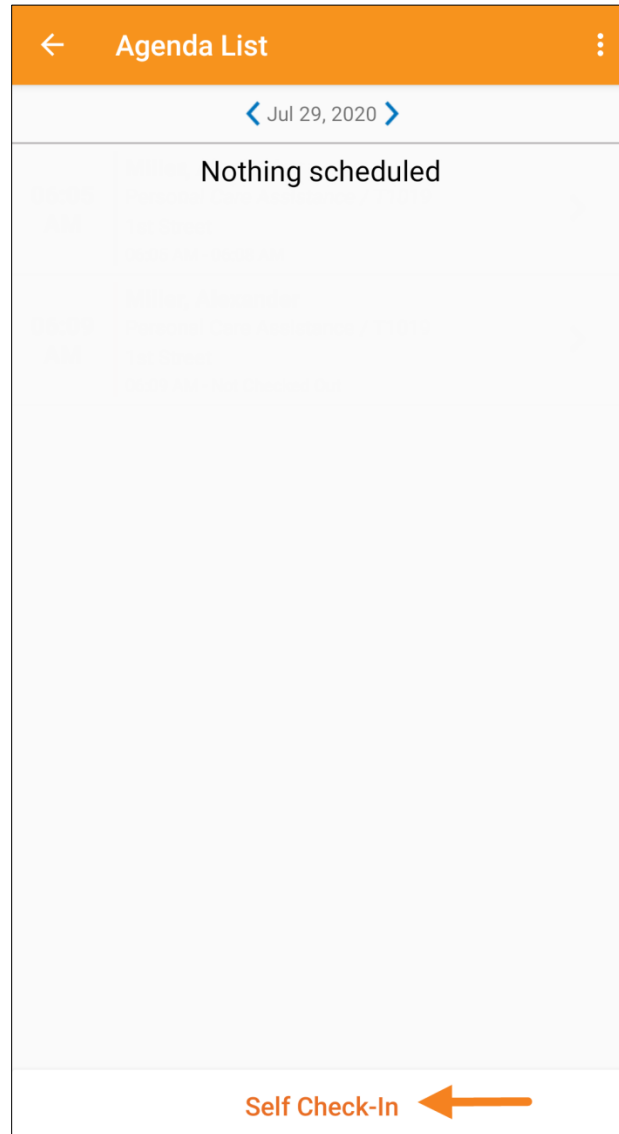
Kho zaum kawg12/20/2020

2. Nyem rau ntawm qhov hauv kev xaiv **Kev Teem Caij/EVV (Scheduling/EVV)** pom nyob ntawm koj daim Phiaj Qhia Xaiv.

3. Nyem rau txoj kab txuas nrog **Yus Sau Yus Npe-Nkag (Self Check-In)** kom qhib nplooj ntawv teem sij hawm uas Yus Sau Yus Npe-Nkag.

4. Rau cov kev teem caij uas Yus Sau Yus Npe-Nkag, qhov hnub tim thiab sij hawm rau qhov Hnub Tim Pib (Start Date) yuav tau sau hnub tim thiab sij hawm tus siv sau npe nkag nyob rau kem ntawd.Thaum pib, ncua sij hawm kem yuav saib raws qhov xaiv Ncua Sij Hawm Kem Teeb Ua Qib Pib nyob rau nplooj ntawv qhov Tus Kws Pab Cuam Teeb Tseg (Provider Setup) (piv txwv li, 15 feeb, 30 feeb, 45 feeb, 1 teev los sis 2 teev).Tus neeg siv tuaj yeem sau Ntiag Tug (Individual), Lub Khoos Kas (Program), thiab Kev Pab Cuam (Service), txawm li cas los kem tus Neeg Ua Hauj Lwm (Staff) nws yuav tsim nws tawm tuaj.Kem Sau Nqi (Billable) nws yuav xaiv nws ua **Yog (Yes)**, tab sis tuaj yeem hloov mus ua **Tsis Yog (No)** yog nyiam ua li ntawd.Tom qab ntaus cov ntaub ntawv uas xav tau rau lawm nyem rau lub pob **Txuas Ntxiv Mus (Next)** mus rau nplooj ntawv 'Sau Npe-Nkag (Check-In).
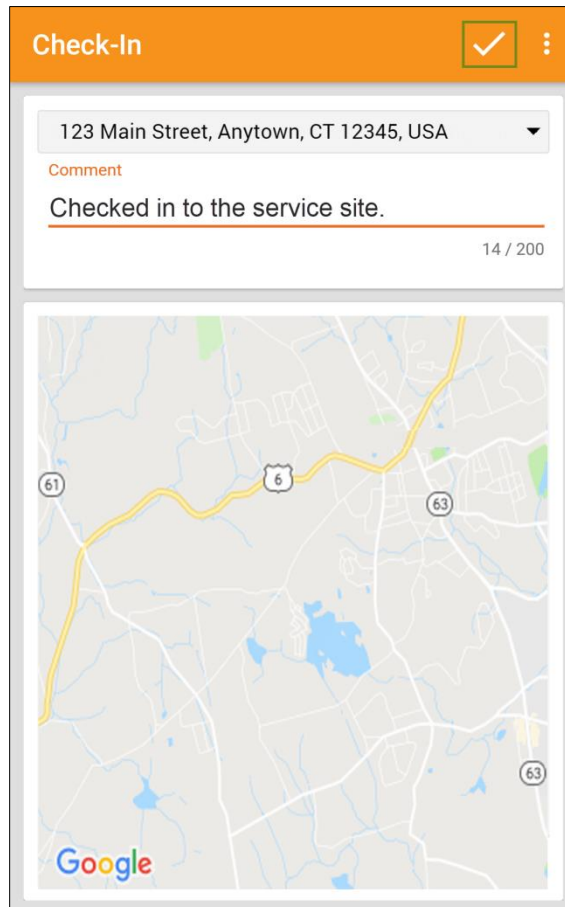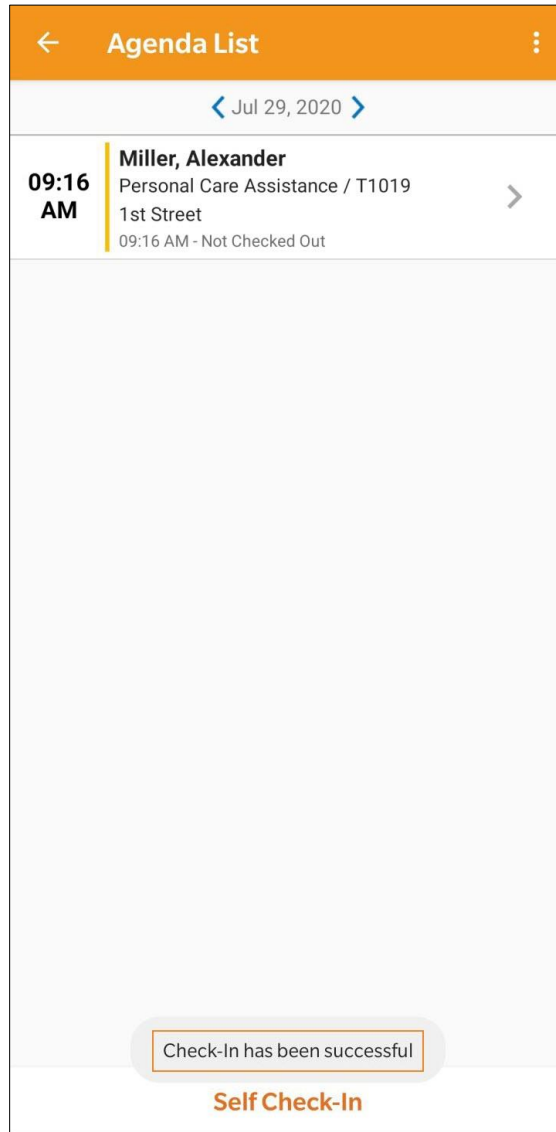
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Cov kev pab cuam nyob rau nplooj ntawv pab cuam yuav tshwm tuaj raws li cov yam ntxwv hauv qab no:

- o Qhov Kev Pab Cuam uas xav tau yuav raug muab txhab ntxiv rau qhov <u>Qhov Kev Pab Cuam Uas Qhib-Sau Npe-Nkag (Self Check-In-Able Service)</u> nyob rau nplooj ntawv Tus Kws Pab Teeb Cia.
- o Qhov Kev Pab Cuam uas xav tau yuav raug muab txhab ntxiv rau qhov <u>Lus Qhia Txog Qhov Kev Pab Cuam/Khauj (Service Description/Code)</u> nyob rau nplooj ntawv Tus Neeg Ua Hauj Lwm Teeb Cia.
- o Kev Tso Cai Qhov Kev Pab Cuam rau qhov kev pab cuam ntawd, tus neeg thiab lub khoos kas yuav muaj nyob rau qib uas tau kev pom zoo lawm.
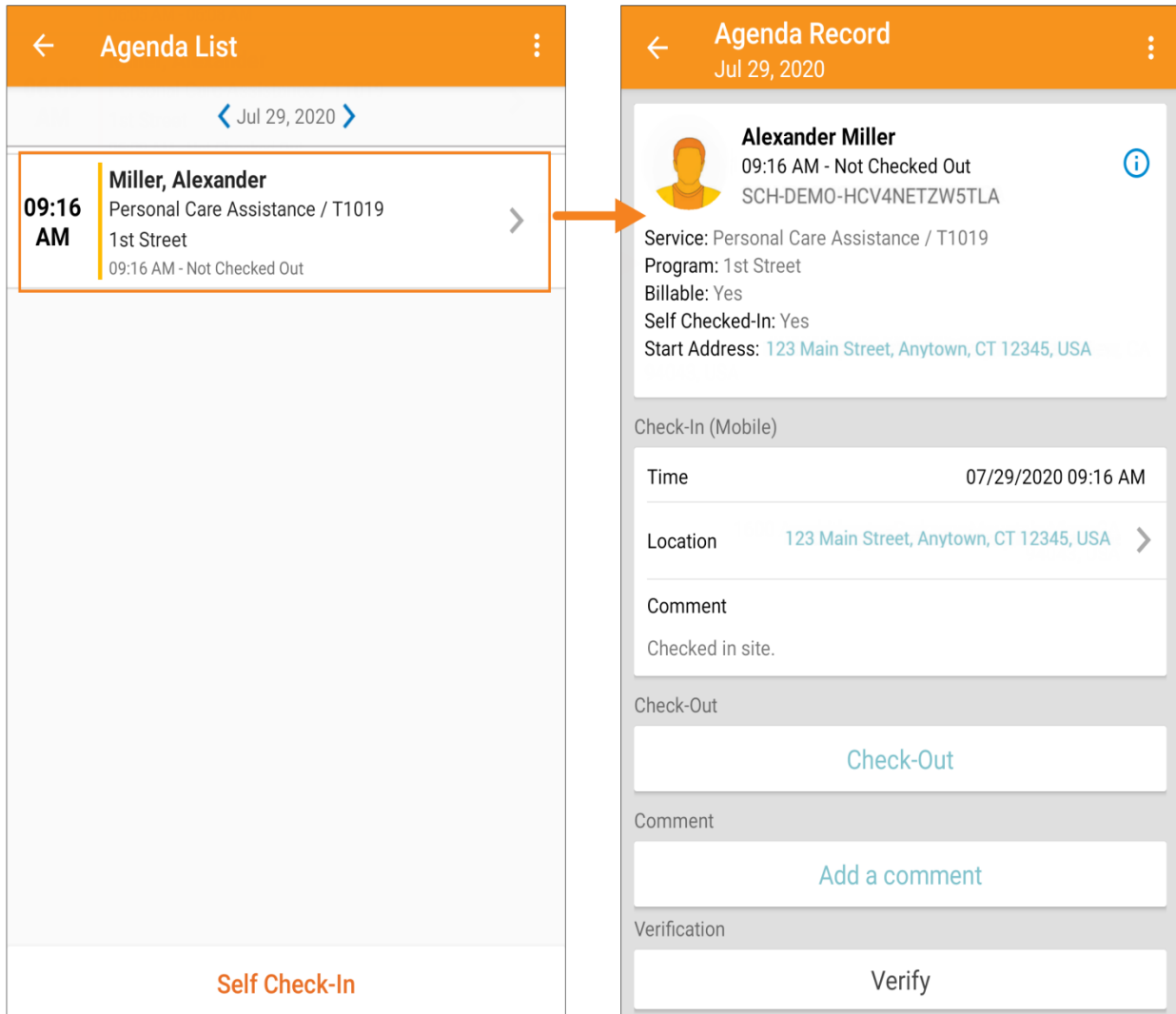
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5. Nyob rau nplooj ntawv Sau Npe-Nkag, cov neeg siv tuaj yeem xaiv qhov chaw nyob uas phim tshaj plaws los piav txog lawv qhov chaw tam sim no thiab tuaj yeem ntaus tau lus qhia.Tag ntawd ces cov neeg siv yuav tau nyem rau lub cim raug nyob rau saum toj kawg sab xis ntawm nplooj ntawv los sau npe nkag ua kom tawm tau tiav log.

6. Cov neeg siv yuav tau txais ib tsab xov qhia tias ua tiav lawm tom qab Sau Kev Npe-Nkag tiav log lawm.

7. Tom qab Sau Npe-Nkag tiav lawm rau kem tau teem caij lawm qhov nplooj ntawv 'Sau Caij Nyoog (Agenda Record)' yuav pom tshwm li hauv qab no.Qhov chaw nyob uas sau los ncua sij hawm Kev Sau Npe-Nkag yuav raug muab theej mus rau kem <u>Pib Chaw Nyob (Start Address)</u>.
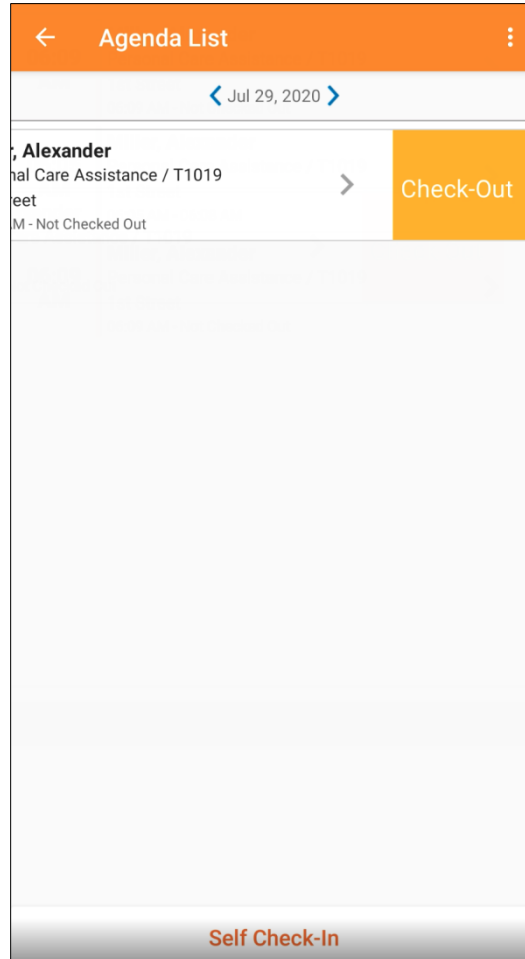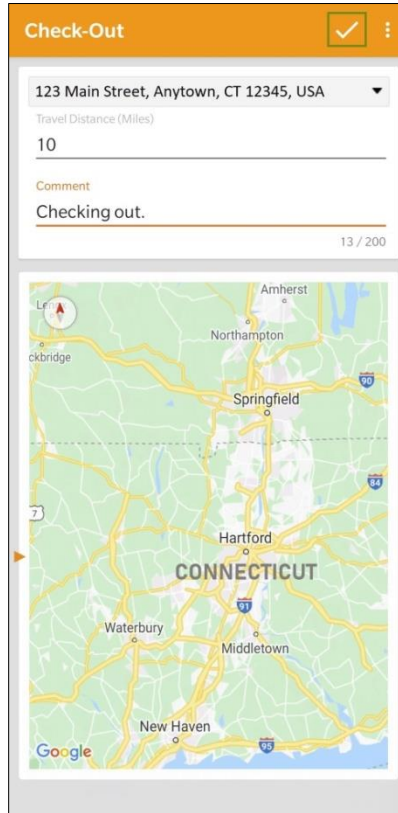
Sau Npe Tawm rau Qhov Kev Teem Caij Uas Yus Sau Yus Npe-Tawm

Cov neeg siv yuav tau Sau Npe Tawm rau Qhov Kev Teem Caij Uas Yus Sau Yus Npe-Nkag nyob rau ncua sij hawm 24 teev txij thaum lawv tau sau npe nkag rau qhov kev pab cuam.
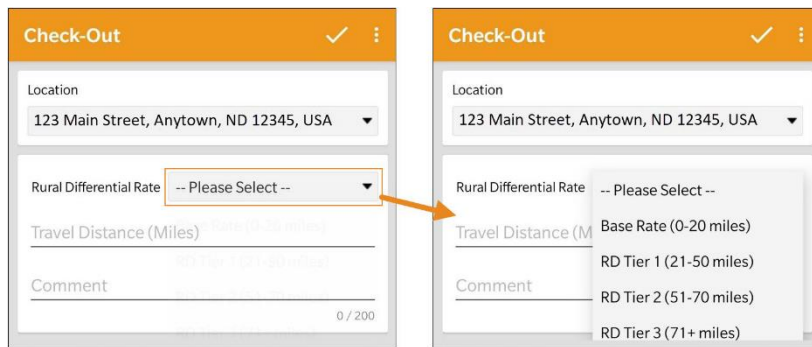
1. Txoj kab txuas mus rau **Kev Sau Npe-Tawm (Check-Out)** yuav raug qhib siv thaum tus neeg siv sau npe nkag nyob rau qhov kem tau teem caij lawm.Tam sim no tus neeg siv tig qhov kem kev teem caij tau ua lawm ncaj nraim mus rau nplooj ntawv Sau Npe Tawm.
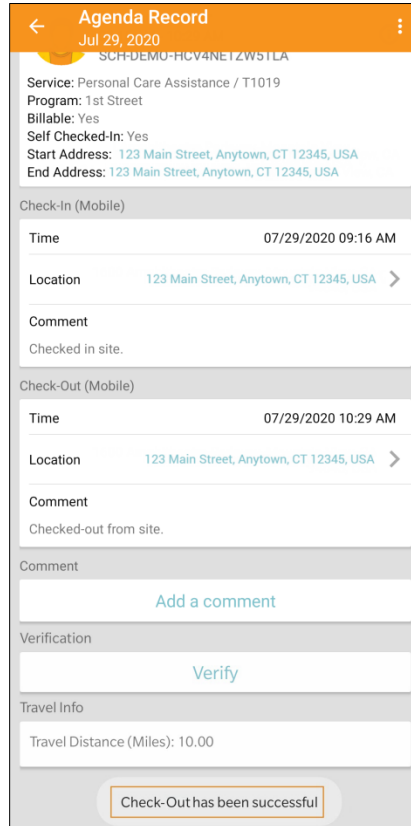
2. Thaum nyem rau qhov sau npe tawm, cov neeg siv tuaj yeem xaiv qhov chaw nyob uas phim tshaj plaws los piav txog lawv qhov chaw tam sim no thiab tuaj yeem ntaus tau lus qhia.Lawv los kuj yuav ntaus qhov deb ntawm ncua tsav tsheb nyob rau hauv qhov <u>Qhov Deb Ntawm Ncua Tsav Tsheb (Travel Distance (Mais Kev))</u> yog tias txoj hauv kev xaiv Qhib Rau Ntsuas Qhov Deb Ntawm Qhov Tsav Tsheb twb qhib siv lawm nyob rau hauv nplooj ntawv Kev Teem Caij/EVV Tus Kws Muab Kev Pab Qhov Nyiam Siv (Scheduling/EVV Provider Preference).Tag ntawd ces cov neeg siv yuav tau nyem rau lub cim raug nyob rau saum toj kawg sab xis los ua kom tawm tau tiav log.

Rau cov neeg siv nyob sab North Dakota, yog tias cov kev pab cuam muaj ntau <u>Cov Nqi Nyob Rau Ntau Thaj Chaw Tuaj Ntug (Rural Differential Rate)</u> nrog rau ntau theem sib txawv thaum sau npe tawm.

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3. Cov neeg siv yuav tau txais ib tsab xov qhia txog tias Sau Npe-Tawm tiav lawm.Tom qab Sau Npe-Nkag thiab Sau Npe-Tawm tiav lawm, nplooj ntawv 'Caij Nyoog Sau Tseg (Agenda Record)' yuav pom tshwm li hauv qab no.Qhov chaw nyob uas sau tau los ncua sij hawm Kev Sau Npe-Tawm yuav raug theej mus rau kem <u>Xaus Chaw Nyob (End Address)</u> thiab kem Chaw Nyob Tuaj Ntug Tus Nqi Sib Txawv (Rural Diffferential Rate) yuav tshwm tuaj nyob rau hauv nqe 'Sau Npe-Tawm (Check-Out)'.Ncua kev deb uas tau ntaus nkag yuav qhia pom tshwm nyob rau tshooj 'Ntaub Ntawv Qhia Txog Kev Khiav Tsheb Mus Deb (Travel Info)'.

4. Nplooj ntawv 'Sau Tseg Caij Nyoog (Agenda Record)' yuav tshwm tuaj thaum xaus kev sau npe nkag ntawm kem tau teem sij hawm lawm.

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